

SWAFFHAM TOWN COUNCIL

Minutes of the **Finance Committee** meeting on **Monday 3rd June 2020** at **4.00pm** held via virtual media link.

Present: Cllr I Pilcher (in the Chair),
Cllrs J Anscombe, S Bell, J Skinner, G Edwards, B Holmes (from 5.06pm), K Sandle, J Skinner.

Town Clerk: R Bishop
Minute Taker: K Furnass

In attendance Cllrs P Darby, S Matthews

1. **Apologies for Absence**

1.1. None received.

2. **Declarations of Interest**

2.1. None received.

3. **Finance related issues form Non-Member Cllrs**

3.1. None were received.

4. **Late Items at the Chairman's Discretion**

Website - More time was required to research this matter. It was reported that there were local opportunities available to be considered.

Trees – The 64 trees delivered had been temporarily planted and were being cared for by outside staff member Mr K Hill at his home. When these are scheduled in for planting plastic protective tubing would be required. These had been priced at £246.96 including delivery and VAT. As there is no budget for these the Council were asked to agree to this purchase.

It was agreed to purchase the protective tubing at £246.96 inclusive of Vat.

Pre-Application Decisions – Questions were raised on the Redland site. The Clerk was asked if money had been paid or still owed. The Clerk replied that the play areas had not been transferred to the Town Council and any commuted sum was therefore still owing. Councillors would like this matter pursued by the Clerk.

The Town Clerk reported that there had always been potential to be involved at either the Outline Planning application or at a Pre-Application stage. Councillors wanted to make sure that going forward they were ready for any negotiations.

5. **Minutes of the previous Meeting**

5.1. After an amendment to the date the minutes of the meeting held on 10th July 2020 were agreed as a true and accurate account.

6. **Report on outstanding actions agreed at the last meeting**

Policy review – this would re-commence from 28th July with a revised timetable to be sent out in advance.

Cost Centre codes – these also to be discussed on 28th July. There was slight confusion on some of the codes with Planned Maintenance being mentioned. Cllr Anscombe would email the Town Clerk with her queries.

Relief in Need – referred to Full Council.

Events – to be discussed at Full Council.

Market gazebo's – the arrangement with Watton Council has been terminated. The Town Clerk still to resolve final details.

Outside maintenance expenses – it was proposed for these to go to the Estates Committee then for referral to the Finance Committee.

Initials.....

It was agreed for outside maintenance expenses to go to the Estates Committee for review, then for referral to the Finance Committee.

7. Finance Report

7.1. Income and Expenditure to 31st March 2020

The Income and Expenditure analysis had been reviewed and adjustments made. It was now put forward for general approval. The Deputy Clerk was eager to move forward to the new year accounts, to enter the past two months accounts to be ready with the first quarterly report for the 28th July Finance Committee meeting. It is recommended to roll forward the accounts into the new financial year.

It was agreed to roll forward the accounts into the new financial year.

On being asked who Unity Trust were, the Town Clerk explained they were a specialist Town & Parish Council bank.

Questions were asked on various other items:

Christmas lights

Recreation Ground toilets

Public toilet refurbishment

Wage structure

All responses given by the Town Clerk were accepted by the Committee.

7.2. Draft End of Year Approval

Approval had to be given by the Full Council, to roll forward all carry forward balances at the 31st March 2020. It was proposed to endorse the Draft End of Year Approval.

It was agreed to endorse the Draft End of Year Approval

7.2.1 Income and Expenditure summary report and Balance Sheet 2019/20

The Income and Expenditure account is a summary of the analysis presented at item 7.1. The Town Clerk answered some minor queries.

The Balances Sheet shows a bottom-line figure of £359,652 made up of the following:

£500.00	Revenue Reserves
£48,577.00	Capital Earmarked Reserves
£310,575.00	General Reserves

7.2.2 Notice of Public Rights

Regulations recommend that the 30-working day period should start on or before the first working day in September. If the office were still not open to the public, we would need to advertise by appointment only. It was recommended that the 30 day period should start on Tuesday 1st September to advertise for the 'Notice of Public Rights'.

It was agreed for the 30-working day period for the notice of public rights to start on Tuesday 1st September 2020

7.2.3 Section 1 – annual Governance Statement 2019/20

The Governance Statement was circulated for information.

7.2.4 Section 2 – Accounting Statements 2019/20

The Accounting Statement was presented in draft to the Finance Committee to consider before going to the Full Council to sign off for final approval. Some items were thought not to demonstrate enough evidence. Cllr Anscombe would email these queries to the Town Clerk separately.

7.3. Pest Control contract 2020/21

The allotment cost has been withdrawn as requested.

The revised estimate for Pest Control had been circulated for consideration.

Church Yard & Shambles car Park overview - £1.00 per day i.e. £365.00 per year

The estimate for the Church Yard & Shambles was accepted and agreed at £1.00 (£365.00 per year)

Mole protection for the Recreation Ground £50.00 per call out or £1.00 per day protection i.e. £365.00 per year.

The estimate for the mole protection for the Recreation Ground was accepted and agreed at £50.00 per call out.

7.4. Section 106 policy

The Sub-Committee would be working on this issue. They would be considering a policy or calculating criteria for commuted sum negotiations to form the basis of future discussions with developers.

Councillors suggested there was a need for a wish list to encompass where and what they wanted to spend any monies on.

The Town Clerk reported the Town Council do not have the right to insist, the Authority and developers had discretion. The Committee could however work out what was an acceptable percentage. Breckland could be asked for the criteria of how the percentage was worked out on where it was spent.

The Clerk also explained that it is statutory for Schools and Libraries to receive a certain percentage.

8. **Date of the next Full Council Finance meeting – 27th July 2020**

It was suggested that future meetings would start at 5.30pm

It was agreed for future meetings to start at 5.30.

Meeting closed 5.17pm

Chairman.....

